

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice BU-553**

**For:** State Offices

**FY 1999 Supplemental County Office Administrative Allotments  
and Revised FY 1999 State Office Travel Allotments**

**Approved by:** Acting Deputy Administrator, Management

*David C. Hall*

**1 Overview**

**A**

**Background**

On May 21, 1999, the President signed Pub. L. 106-31, the FY 1999 Emergency Supplemental Appropriations Act, which includes additional administrative funding for FSA. BUD and EDSO have completed an analysis, and based on State Office supplied data and FY 1999 midyear accounting and workload data, additional funding is being allotted. These funds will:

- meet the indicated need for temporaries and overtime to complete a backlog of increased workload from emergency and other programs
- provide supplemental funding for related operating costs associated with the hiring of County Office temporary employees. Additional funds are also being issued for Federal travel needs.

Since enactment of funding has been delayed longer than expected, all available funding is being released to allow offices as much time as possible in the balance of the FY to address backlogged work and other work priorities addressed by EDSO. Allotted funding may exceed needs in some States; however, BUD and EDSO will review funding and expenditures on or about August 15, 1999, and will request that unneeded funds be returned to BUD by the end of August.

FY 1999 cash award limitations will be issued to State and County Offices by the end of June in a separate notice. Funds used for cash awards must be obligated by September 30, 1999.

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**Disposal Date**

October 1, 1999

**Distribution**

State Offices

## Notice BU-553

### 1 Overview (Continued)

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#### B

##### Purpose

This notice issues:

- additional allotments for FY 1999 County Office administrative expenses through September 30, 1999 (Exhibit 1)
  - travel increases in FY 1999 Federal State Office allotments to cover reimbursement of detailed travel and other requested travel needs (Exhibit 2).
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### 2 Revised Allotments

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#### A

##### FY 1999 Revised Non-Federal County Allotments

The FY 1999 County Office allotments in Exhibit 1 are based on the following:

- State Office supplied data
  - actual FY 1999 operating expenditures through May 22, 1999
  - workload reports
  - an estimate for additional temporaries, overtime, and related operating expenses
  - adjustments for COR conversions to Federal status
  - reimbursements for County Office detail travel.
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### 3 State Office Action

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#### A

##### Non-Federal County Offices

State Offices:

- shall determine and issue additional allotments to include additional check limitation and withholdings/agency contributions to County Offices to pay administrative expenses for the remaining FY 1999 as soon as possible
  - should hold a reasonable reserve at the State Office level to cover expenditures made for County Offices
  - shall advise County Offices, by a single State notice, to adjust FY 1999 CCC-514 by recording check limitations using Menu NAA000, option 6, "Check Limitation and Ledger Control"
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### 3 State Office Action (Continued)

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#### A

#### Non-Federal County Offices (Continued)

- shall promptly advise KCMO, on FSA-510, of withholdings and additional check limitations issued to County Offices.
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#### B

#### Issuing Travel Allotments for Federal Employees

State Offices shall follow this table.

Step	Action
1	Use the revised allotments in Exhibit 2 for all State-controlled travel, including County Federal Farm Loan personnel. Follow 98-FI for correct accounting codes.
2	Submit written notification to BUD within 10 calendar days, through EDSO, if funds are transferred between travel and equipment allotments.
3	Remain within the amount of approved travel allotments except as provided in step 2.
4	<p>Follow strict criteria for approving use of Washington-controlled travel. Only State Office travel to National meetings initiated by the National Office may be charged to Washington-controlled travel.</p> <p>Washington-controlled travel funds shall not be used by State Offices for travel associated with special requests for employees to be detailed to assist other offices, including the National Office and KCMO.</p> <p>Continue using special project code DE, established for use with State-controlled travel funds, to identify travel costs associated with State Office or County Federal Farm Loan personnel detailed to assist another office, regardless of the length of the detail. Using special project code DE:</p> <ul style="list-style-type: none"> <li>• will assist State Offices and the National Office to identify State-controlled travel funds used to cover detail requests and to subsequently adjust allotments if necessary</li> <li>• should prevent State Offices from incorrectly using Washington-controlled travel funds for travel related to details.</li> </ul> <p><b>Note:</b> Approvals for a detailee should be made through EDSO before travel is performed by State Offices or Federal Farm Loan personnel.</p>

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## FY 1999 Supplemental County Office Allotments

STATES	REVISED	REVISED	REVISED	FY 1999
	TOTAL	WITHHOLDINGS	TOTAL	SUPPLEMENTAL
	COUNTY OFFICE	AND AGENCY	CHECK	ALLOTMENTS
	ALLOTMENTS	CONTRIBUTIONS	LIMITATION 1/	(Included in Cols. 1,2&3)
	(1)	(2)	(3)	(4)
Illinois	\$31,981,219	\$11,320,700	\$20,660,519	\$1,866,000
Indiana	20,517,044	7,518,900	12,998,144	1,168,000
Iowa	36,778,149	13,929,700	22,848,449	1,882,000
Michigan	16,034,980	5,248,300	10,786,680	904,000
Minnesota	26,269,352	9,423,600	16,845,752	1,508,000
Missouri	26,045,288	9,242,600	16,802,688	1,360,000
Ohio	20,043,672	7,351,800	12,691,872	1,027,000
Wisconsin	20,647,444	7,573,000	13,074,444	1,194,000
<b>TOTAL MWA</b>	<b>\$198,317,148</b>	<b>\$71,608,600</b>	<b>\$126,708,548</b>	<b>\$10,909,000</b>
Connecticut	\$1,165,911	\$399,500	\$766,411	\$20,000
Delaware	795,271	280,400	514,871	28,000
Maine	2,818,352	895,900	1,922,452	39,000
Maryland	3,518,816	1,230,700	2,288,116	151,000
Massachusetts	1,473,124	546,100	927,024	44,000
New Hampshire	1,211,492	306,800	904,692	16,000
New Jersey	1,576,846	413,500	1,163,346	21,000
New York	10,581,962	3,400,300	7,181,662	338,000
Pennsylvania	11,433,374	3,745,500	7,687,874	485,000
Rhode Island	198,456	92,400	106,056	3,000
Vermont	1,853,052	551,300	1,301,752	69,000
Virgin Islands	93,228	11,223	82,005	6,000
West Virginia	5,617,261	1,907,100	3,710,161	56,000
<b>TOTAL NEA</b>	<b>\$42,337,145</b>	<b>\$13,780,723</b>	<b>\$28,556,422</b>	<b>\$1,276,000</b>
Alaska	\$464,821	\$120,000	\$344,821	\$14,000
Idaho	8,158,450	2,916,000	5,242,450	247,000
Montana	14,615,769	5,261,800	9,353,969	724,000
Nebraska	26,007,690	9,844,200	16,163,490	1,531,000
North Dakota	19,807,453	6,844,000	12,963,453	1,404,000
Oregon	5,953,064	2,100,500	3,852,564	175,000
South Dakota	20,166,716	7,339,000	12,827,716	1,309,000
Washington	6,596,520	2,130,600	4,465,920	307,000
Wyoming	3,611,849	1,344,300	2,267,549	154,000
<b>TOTAL NWA</b>	<b>\$105,382,332</b>	<b>\$37,900,400</b>	<b>\$67,481,932</b>	<b>\$5,865,000</b>

1/ Allotments include ALL FY 1999 County Office Check Limitations, and Withholdings and Agency Contributions previously issued this fiscal year.

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## FY 1999 Supplemental County Office Allotments (Continued)

STATES	REVISED	REVISED	REVISED	FY 1999
	TOTAL	WITHHOLDINGS	TOTAL	SUPPLEMENTAL
	COUNTY OFFICE	AND AGENCY	CHECK	ALLOTMENTS
	ALLOTMENTS	CONTRIBUTIONS	LIMITATION 1/	(Included in Cols. 1,2&3)
	(1)	(2)	(3)	(4)
Alabama	\$13,338,214	\$4,832,000	\$8,506,214	\$438,000
Arkansas	14,429,425	5,995,100	8,434,325	714,000
Florida	7,027,328	2,297,400	4,729,928	219,000
Georgia	21,081,613	8,708,300	12,373,313	753,000
Kentucky	21,481,492	8,108,300	13,373,192	809,000
Louisiana	12,469,851	4,207,400	8,262,451	540,000
Mississippi	17,079,448	6,116,100	10,963,348	348,000
North Carolina	23,995,107	9,632,500	14,362,607	0
Puerto Rico	612,076	137,846	474,230	244,000
South Carolina	9,505,905	3,777,800	5,728,105	290,000
Tennessee	19,181,110	6,506,680	12,674,430	653,000
Virginia	13,005,670	4,586,200	8,419,470	453,000
<b>TOTAL SEA</b>	<b>\$173,207,239</b>	<b>\$64,905,626</b>	<b>\$108,301,613</b>	<b>\$5,461,000</b>
Arizona	\$2,402,274	\$804,100	\$1,598,174	\$39,000
California	10,270,361	3,018,800	7,251,561	701,000
Colorado	8,674,749	3,177,000	5,497,749	320,000
Hawaii	617,009	218,100	398,909	17,000
Kansas	31,252,450	11,310,800	19,941,650	1,676,000
Nevada	1,286,967	398,900	888,067	27,000
New Mexico	4,146,260	1,539,300	2,606,960	152,000
Oklahoma	17,050,117	6,410,700	10,639,417	1,260,000
Texas	51,722,038	17,497,400	34,224,638	3,400,000
Utah	3,796,110	1,407,300	2,388,810	92,000
<b>TOTAL SWA</b>	<b>\$131,218,335</b>	<b>\$45,782,400</b>	<b>\$85,435,935</b>	<b>\$7,684,000</b>
<b>TOTAL ALL AREAS</b>	<b>\$650,462,199</b>	<b>\$233,977,749</b>	<b>\$416,484,450</b>	<b>\$31,195,000</b>

1/ Allotments include ALL FY 1999 County Office Check Limitations, and Withholdings and Agency Contributions previously issued this fiscal year.

*David C. Hall*  
 Director, Budget Division

*6-11-99*  
 Date


## Revised FY 1999 State Office Federal Travel Allotments

	Current Allotments	Increase	Revised Allotments
Connecticut	23,000	0	23,000
Delaware	35,000	3,000	38,000
Maine	88,000	5,000	93,000
Maryland	61,000	0	61,000
Massachusetts	45,000	0	45,000
New Hampshire	27,000	0	27,000
New Jersey	51,000	0	51,000
New York	194,000	0	194,000
Pennsylvania	229,000	10,000	239,000
Rhode Island	19,000	0	19,000
Vermont	85,000	0	85,000
West Virginia	142,000	0	142,000
<b>TOTAL NEA</b>	<b>999,000</b>	<b>18,000</b>	<b>1,017,000</b>
Alabama	172,000	56,000	228,000
Arkansas	310,000	0	310,000
Florida	175,000	35,000	210,000
Georgia	210,000	50,000	260,000
Kentucky	335,000	0	335,000
Louisiana	177,000	0	177,000
Mississippi	297,000	4,000	301,000
North Carolina	327,000	75,000	402,000
Puerto Rico	132,000	10,000	142,000
South Carolina	120,000	10,000	130,000
Tennessee	282,000	15,000	297,000
Virginia	255,000	25,000	280,000
<b>TOTAL SEA</b>	<b>2,792,000</b>	<b>280,000</b>	<b>3,072,000</b>
Iowa	330,000	0	330,000
Illinois	240,000	19,000	259,000
Indiana	216,000	0	216,000
Michigan	205,000	20,000	225,000
Minnesota	330,000	0	330,000
Missouri	340,000	50,000	390,000
Ohio	197,000	11,000	208,000
Wisconsin	268,000	0	268,000
<b>TOTAL MWA</b>	<b>2,126,000</b>	<b>100,000</b>	<b>2,226,000</b>

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## Revised FY 1999 State Office Federal Travel Allotments (Continued)

	Current Allotments	Increase	Revised Allotments
Arizona	95,000	30,000	125,000
California	200,000	0	200,000
Colorado	120,000	27,000	147,000
Hawaii	215,000	0	215,000
Kansas	303,000	6,000	309,000
New Mexico	137,000	0	137,000
Nevada	83,000	0	83,000
Oklahoma	325,000	20,000	345,000
Texas	681,000	0	681,000
Utah	108,000	9,000	117,000
<b>TOTAL SWA</b>	<b>2,267,000</b>	<b>92,000</b>	<b>2,359,000</b>
Alaska	40,000	2,000	42,000
Idaho	202,000	20,000	222,000
Montana	251,000	11,000	262,000
North Dakota	334,000	0	334,000
Nebraska	250,000	0	250,000
Oregon	144,000	18,000	162,000
South Dakota	312,000	25,000	337,000
Washington	215,000	7,000	222,000
Wyoming	90,000	3,000	93,000
<b>TOTAL NWA</b>	<b>1,838,000</b>	<b>86,000</b>	<b>1,924,000</b>
<b>TOTAL State Travel</b>	<b>10,022,000</b>	<b>576,000</b>	<b>10,598,000</b>



Director, Budget Division

Date 6/11/99